



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

Associate Chief
Financial Officer –
Financial Operations

Washington D.C.
20250



Configuration
Decision: OCFO 12-09

Date:

To: USDA Agencies

Subject: Financial Management Modernization Initiative (FMFI) – Shorthand Code

PURPOSE

The purpose of this configuration decision is to provide USDA's policy on Shorthand Code (SHC) in FMFI.

DECISION

The FMFI SHC will not be used for direct entry into FMFI. It will only be utilized to execute transactions via Corporate systems interfacing with FMFI. USDA has made the decision to allow each agency to uniquely define their FMFI SHC, up to 27 alphanumeric characters. The 27 alphanumeric characters will represent the FMFI accounting elements utilized to crosswalk business transactions from the Corporate systems to FMFI.

The accounting segments provide the framework for establishing budget structures, collecting cost, distributing costs and producing program and agency-wide reports. Corporate system users will not have to memorize the SHC, because there will be a drop down list of the account elements.

The SHC will have 27 alphanumeric characters, the structure is as follows:

- Positions 1-2 = Agency Identifier
- Positions 3-27 = Agency Defined Name

The following Corporate systems will utilize the FMFI SHC:

- Payroll (PACS)
- Payroll (TIME)
- ABCO
- CAPS
- GovTrip
- TRVL
- IAS
- CPAIS
- SMARTPAY2
- WebTA

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INQUIRIES

Questions concerning this configuration decision should be directed to the Systems Analysis and Requirements Division at **(202) 205-4830**.

EFFECTIVE DATE

This configuration decision is effective October 1, 2009.

/s/

JOHN G. BREWER

Associate Chief Financial Officer for Financial Operations